

Date_____

MEMORANDUM TO FILE

From: Resident Officer in Charge of Construction_____

To: LANTNAVFACENGCOM Code 052B

Subject: **CONTRACT CLOSE-OUT** for Contract No._____

Encl: (1) Contractor's Final Invoice (NAVFAC Form 7300/41)

(2) Contractor's Release (NAVFAC Form 4330/7)

1. CONTRACT INFORMATION

- a. Contract Title_____
- b. Description_____
- c. Location_____
- d. Activity/Building No. _____
- e. Contractor _____

2. CONTRACT TIME

- a. Date of Contract Award:_____
- b. Description _____
- c. Location_____
- d. Beneficial Occupancy Date (BOD)_____
- e. Operation & Maintenance Manuals delivered to Activity:
Date_____Received By_____
- f. Date submission of warranty documents and tagging of equipment completed_____
- g. Date As-Built Drawings forwarded _____
(to LANTDIV Code 04A1 if EFD Drawing Numbers)

3. CONTRACT COST \$_____Through Change No._____

4. CONTRACTOR PERFORMANCE:

_____Outstanding _____Satisfactory _____Unsatisfactory

5. ADMINISTRATION

- a. AROICC/AREICC and Construction Representative assigned to contract:

6. REMARKS _____

AROICC/AREICC

**CONSTRUCTION CONTRACT CLOSE-OUT
CHECK-OFF LIST**

<u>ITEM</u>	<u>RESPONSIBLE</u>	<u>CHECKED/ APPROVED BY</u>	<u>DATE</u>
a. Change orders, include time ext, issued	A	_____	_____
b. TABS/ACATS complete/accepted	A	_____	_____
c. Final inspection w/punchlist	A	_____	_____
d. Punch list & clean-up complete	CR	_____	_____
e. Acceptance letter to contractor	A	_____	_____
f. Acceptance letter to using facility	A	_____	_____
g. As-built drawings approved/forwarded	A	_____	_____
h. Warranties accepted/forwarded	A	_____	_____
i. Spare parts received and delivered	CR	_____	_____
j. Training completed	CR/A	_____	_____
k. O&M manuals received/delivered	A	_____	_____
l. Shop drawing to PWC		_____	_____
m. Keys provided to using activity	CR	_____	_____
n. Contractor Evaluation complete/forwarded	A	_____	_____
o. A.E. Evaluation complete/forwarded	A	_____	_____
p. Personnel passes/permits returned	CR	_____	_____
q. GFM account closed	PT	_____	_____
r. Payrolls & Statements of Compliance complete	PT	_____	_____
s. Final payment/release submitted/processed	PT	_____	_____
t. Contract Status changed to "In Closeout" in database	A/PT	_____	_____
u. Photographs/slides into contract file	PT	_____	_____
v. Disposition of contract files	PT	_____	_____
z. Contract Completion Report with final invoice and release to Code		_____	_____

NAVAL FACILITIES ENGINEERING COMMAND CONTRACTOR'S INVOICE

INVOICE DATE _____

INVOICE NUMBER _____

FROM:

TO: Officer in Charge of Construction

VIA: Resident Officer in Charge of Construction

1. Below is a Statement of Performance under Contract _____ at (Station) _____

The enclosure provides breakdown of this statement of performance.

A. Total value of contract through change	\$	
B. Percentage of performance complete		%
C. Value of completed performance	\$	
D. Less: Total of prior invoices	\$	
E. Amount of this invoice	\$	

Signature and Title _____

FIRST ENDORSEMENT

Date _____

FROM: ROICC _____

TO: _____

1. Payment is recommended as follows:

A. Amount of work complete to		\$	
B. Less: Total of prior invoices	\$		
C. Amount of this invoice	\$		
D. Less: Retention this invoice			
(0 to 10% of Item C)	\$		
Total retention prior invoices	\$		
Other deductions	\$		\$
E. Sub-total			\$
F. Less previous payments			\$
G. Recommended amount for		\$	
payment			

2. Elapsed contract time _____ %

3.

Signature and Title _____

¹ROICC

Pursuant to authority vested in me, I certify that this invoice is correct and proper for payment.

DATE _____ Signature and Title _____

¹Authorized Certifying Officer

ACRN	APPN/SUBHEAD	OC	BCN	SA	AAA	TT	PAA	COST CODE	AMOUNT
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¹If the ability to certify and authority to recommend are combined in one person, one signature only is necessary; otherwise the ROICC will sign in the space provided.

CONTRACTOR'S RELEASE
NAVFAC 4330/7 (6-72)
S/N 0105-LF-001-9100

CONTRACTOR'S RELEASE UNDER CONTRACT _____

KNOW ALL MEN BY THESE PRESENTS: In consideration of the premise and the sum of _____

(\$ _____)
lawful money of the United States of America (hereinafter called the "Government") _____

(\$ _____)
of which has already been paid and _____

(\$ _____) of which is to be paid
by the Government under the above-mentioned contract, the undersigned Contractor does, and by the receipt of said sum shall,
for itself, its successors and assigns, remise, release and forever discharge the Government, its officers, agents, and employees, of
and from all liabilities, obligations and claims whatsoever in law and in equity under or arising out of said contract.

IN WITNESS WHEREOF, this release has been executed this _____ day of _____ 20____

WITNESSES:

(Contractor)

BY: _____

TITLE: _____

CERTIFICATE

I, _____, certify that I am the _____ secretary
of the corporation named as Contractor in the foregoing release; that _____
who signed said release on behalf of the Contractor was then _____ of said corporation;
that said release was duly signed for and in behalf of said corporation by authority of its governing body and is within the scope
of its corporate powers.

(Corporate Seal)